



Re-Imagined KIDCO Operations Manual Supplement for COVID-19



Tucson Parks and Recreation
A Nationally Accredited Agency

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Overview

This document was created to capture school year KIDCO operation changes in response to COVID-19. Several teams have been hard at work over the last several months to determine the most effective ways for us to continue to serve the public while minimizing risk of spreading the virus.

We will begin offering Re-Imagined KIDCO on August 17, and plan to conclude when it is deemed safe for students and teachers to return to in-person learning.

Not all previous school sites or registration spaces will be offered. Based on staffing, space and program modification challenges we will have to start small and work our way up to larger site registration numbers. This will allow us to focus our energy and resources on the limited sites to offer a safe and continuous experience.

The sites that will be provided have been significantly altered. There are no field trips and no specialist visits. All activities will occur in small groups.

Our focus for Re-Imagined KIDCO will be virtual learning assistance and recreation programming. There will be no other building operations when site is operating. We are pulling together as a Division and Department to make this school year program work.

The small groups that participants will be a part of are called “groups”. Participants and recreation workers will be assigned to a group at the beginning of the program and will stay with that group for the duration of the program. All activities will occur with participants and staff assigned to the same group. Group size is limited to no more than 10 participants and a recreation worker.

In an effort to limit exposure and slow the spread of the COVID-19 virus, TPRD policy and operation changes are based on recommendations from the Center for Disease Control (CDC), the American Camp Association (ACA), current Executive Orders from the AZ Office of the Governor, the Pima County Health Department, and guidelines from the National Recreation and Park Association (NRPA).



Staffing

There will be three types of staff this school year:

1. Staff with direct participant contact, whose contact will be limited to a group
2. Staff with supervisory and support roles who have indirect/limited participant contact to avoid being a site-wide transmission risk
3. Staff with no participant contact

DIRECT PARTICIPANT CONTACT

One recreation worker will be assigned to each group. This worker will help with virtual learning, recreation programming, supervision, documentation and implement all activities within each group. A third “floating” worker may be assigned to cover a group, help with sanitization or provide back up for the site leader. Workers cannot migrate in and out of groups.

INDIRECT/LIMITED PARTICIPANT CONTACT

Senior Recreation Workers (Site Leaders) will perform essential support of KIDCO this school year. Each site will have minimum of one Site Leader assigned during program hours to assist with wellness screenings, cleaning schedules, and other operational assistance as needed.

Recreation Coordinators will manage overall schedules, transitions, issues, paperwork, etc. and will not be counted toward any ratios. They will offer support and additional oversight.

NO PARTICIPANT CONTACT

School staff will be on site and could be performing duties outside of our program. This includes custodial staff and cafeteria staff.

Scheduling Staff

Due to the extended hours of KIDCO and the priority to limit potential for virus spread, recreation staff will be scheduled for all day whenever possible. Our focus will be on keeping staff within the same group as often as possible to limit exposure.

What does that mean?

There are 2 groups in the large meeting room that has been divided. Although the 2 groups in the large meeting room will not physically play together, they share the same air and therefore are in the same exposure group. So you would assign those two groups the same rover (because having the rover move between these two groups would not increase exposure). If you had to move a worker, you could move them between these two groups, or from week to week could have the rover responsibility rotate, as long as that group of staff stayed together.

Staff will be encouraged not to socialize on breaks, and an all-site staff meeting will be conducted virtually.

Participants

Participant Eligibility Requirements

Due to the desire to limit and slow the spread of the virus, and in accordance with the above program modifications and guidelines, the following eligibility requirements are in effect for all Re-Imagined KIDCO TPRD programs and services. Participants must:

- Have the ability to maintain a safe social distance of a minimum of six (6) feet from TRP&R staff.
- Perform all aspects of personal care, to include but not limited to toilet hygiene, bowel/bladder management, changing clothes, etc. independently of TPRD staff or other participants.
- Perform all aspects of eating or feeding independently of staff.
- Self-administer any routine medications or medical care needed during program participation, to include but not limited to placing medication in mouth, applying medicated patch, utilizing a rescue inhaler, checking blood glucose, testing blood/urine for ketones, etc. independently of staff.
Exception: staff will assist with administration of the following medications in an emergency situation only, utilizing appropriate personal protective equipment (PPE), as trained by a healthcare provider: Epinephrine injection for anaphylaxis, Glucagon, etc.
- If emergency situations arise routinely and/or on multiple occasions, the participant may be dismissed from the program due to recurring increased exposure risks.
- Practice positive hygiene related to personal cleanliness (using tissues for sneezing/coughing) and handwashing, including the ability to wash hands for 20 seconds with soap and water and dry hands after washing, independently of physical assistance from staff.
- Maintain specific proximity to the group and/or staff as designated without physical intervention of staff.
- Communicate illness/symptoms/etc. of self or others to staff.
- Understand that some staff or other participants may wear face masks that cover the lower portion of the individual's face.

Eligibility requirements will be applied to all TPRD programs and services until the recommendations related to COVID-19 have been removed or reduced. If an individual registered for a program demonstrates the inability to follow the requirements noted above, they may be removed from the program upon the first incident of violation and will not be allowed to return for the duration of the program. All incidents will be immediately reported by the Site Leader to the Recreation Coordinator for evaluation and recommendation. If a participant is removed, a parent/guardian will be expected to pick up immediately.

Assigning Participants to Groups

Participants are normally assigned to their group by age, keeping similar aged kids together. This school year there is one additional consideration when assigning a participant to a group.

1. When possible, keep siblings in the same group. Sometimes this is easy – they are twins, or you only have one group at the site. This is also easier if the siblings are close in age – 7 and 9, or 9 and 10. However, if there is significant age difference between the siblings, and there are several groups in the facility, splitting the siblings will provide a better experience but will increase exposure at the site between groups.

Once participants have been assigned to groups, the assignments of the participants and staff will be documented and kept on site with attendance records and wellness screening logs.

Participant Personal Items

Participants will only be allowed to bring the following to site:

- Lap top/ device for virtual learning and power cord
- Head set or earphones for learning device
- Lunch and snack (unless provided by the school)
- Water bottle
- Vinyl or plastic bag/book bag. We will not be allowing cloth bags/backpacks at site for the time being.

All personal items will be kept separate and in labeled containers or cubbies.

Facility Layout

Building Access

During the hours of operation, KIDCO will be the only operation in the building. That means the building is not open to the public, there is no public access to restrooms or other building amenities, and building entry is limited to site participants and staff that are directly or indirectly supporting site.

- Staff who are indirectly supporting site operations may enter the facility to use the restroom, but must wear a mask, be in and out of the facility in less than 10 minutes, avoid any contact with participants, and wipe down all surfaces touched as they go. Facilities and Operations staff may have to be in the building for longer than 10 minutes if fixing a building issue as the exception.
- Food service delivery staff may also enter the building and have to spend more than 10 minutes in the building or program space.

Signage

A signage package including wall signage, floor spots/clings, directional signage, table tents and sandwich boards will be issued to each site to assist with communicating to participants and school personnel.

- Facility access signage outside of building to announce no public access.
- Physical distancing signage to assist with places participants and staff may need to wait in line.
- Hand washing signage at sinks and in restrooms.
- Face covering signage in assigned area and common spaces.
- Directional signage for areas that will be one way and to assist with participant's movement throughout the building.
- Sign posted at the site entrance that warns parents and participants that they will not be allowed to enter if they are symptomatic.
(PCHD has a template sign with self-check language.)

Each site leader and recreation coordinator will be intentional about placement of signage to maximize desired behaviors from building occupants.

Room Set Up

Each group has a space that will be assigned to them. This is the group's primary space when not outside. The supplies that have been issued to the group will be kept in the space and will not be shared with any other group. In some cases a larger space will be divided to accommodate two groups.

The space set up will be designed to help participants maintain physical distance from one another. This includes sitting participants no more than two at a table, spacing between tables, etc. Some example set ups are below:

Shared Spaces

Locations inside the buildings like restrooms, water fountains, and hallways are all considered shared spaces, as they are used by all of the groups in the facility. We will try to limit any interaction between groups in these common spaces, ideally only one group at a time is in any common space. This is why group bathroom breaks are staggered at different times throughout the day or individual bathroom breaks will be allowed. When possible, cleaning of shared spaces or high touch surfaces will be conducted between each groups use to reduce exposure.

Outside, Outside, Outside

Data suggests that the COVID-19 virus spread is less when people are outdoors. Recreation staff will maximize outdoor time with their group whenever possible and weather permitting. Same use equipment will be sanitized or put into a "used" container to be cleaned at the end of the day and not used again. At the end of day cleaning and sanitizing the equipment will be placed into a "clean" container. Children of course will have to wear their masks when participating in outdoor play.

To adequately prepare participants, we will reiterate to parents each day to put sunscreen on their kids before dropping them off or sending them with their own spray can of sunscreen that each child will be required to put on themselves before going outside. In addition, parents shall conduct a wellness screening of their child before they leave home, and only bring their child if they are well.

At this time playground use is not allowed as outlined by Pima County Health Department and Parks and Recreation so participants will not be allowed to use the playgrounds at school sites. We will re-evaluate use of the playground if the City or County decide to open those amenities up city wide.

Movement of Groups

Staff will time transition to a new space to maximize distance between groups. For example, check to see if another group is in the hallway before moving your group into the hallway. If a group has a door leading straight outside, they will use that door to go out instead of taking the group through the multipurpose room and out the main door.

In addition, high traffic areas like restrooms will have floor markings outside each entrance for forming lines. If the group is using the restroom as part of their group break, multiple occupancy is fine. During individual restroom breaks, restrooms will be single occupancy where possible to reduce group mixing.

Isolation Room

Each facility will have a location identified as their isolation room or isolation space. The purpose of this room is to remove any symptomatic staff or participant immediately from the rest of the staff and participants at the site until they are able to leave the building. If a participant becomes symptomatic, they will be removed to the isolation room and monitored by a staff member until the parent/guardian can arrive at the site. Parent will come as quickly as possible with a maximum of an hour wait time.

If there are multiple participants or staff who become ill, ideally, they will individually be isolated. Weather permitting this may need to be in outside spaces, otherwise we will consider other areas of the facility that are not high traffic areas where the participant can wait until their parent/guardian arrives. Immediately upon pick up the room/space and any furniture will be disinfected.

Programming

Re-Imagined KIDCO activities will be modified this school year to:

- Encourage all participants and staff stay 6' apart as much as possible.
- Respect virtual learning time
- Standing and stretching as much as possible between lessons
- Be outside and active as school time permits

- Eliminate touching as much as possible (ie. use a pool noodle in between each camper to hold on to instead of holding hands to create a circle, or a pool noodle to play a tag game, instead of playing a game like red light, green light to get closest to a person, have each person try to get as close as they can to their designated hula hoop in the grass, etc.).
- Outside speakers/guest will not be allowed
- Co-mingling between groups will also not be permitted

Schedule

Sites will have varying weekly schedules depending on their virtual learning schedule. It appears most teachers will try to stay to a typical school day with virtual learning occurring from 8am until at least 2pm. There will be breaks and lunch between learning in which we will provide time for stretching, going outside or getting the blood flowing. After virtual learning is over sites will provide recreational activities with no other opportunity for virtual learning. Sites will attempt as many outside activities as possible to break up the monotony of the school day.

Contactless Pick up/Drop off

Contactless pick up and drop off will be implemented at all locations and will occur at designated times outside of the site. This may be curbside if the facility can accommodate a “car pool” line, or other designated process limiting parent and staff exposure. Staff will sign participants in and out on the attendance sheets to further limit contact. Where possible, staff will talk to parents from the passenger side windows to keep physically further apart, but not if doing so would put staff in the path of vehicle travel. Each parent shall identify an emergency transportation strategy for their child in the event that the child needs to be transported due to the onset of illness and/or if the parent becomes ill and cannot transport the child themselves.

Drop off

- Check in will occur from 7:30am-8:30am. Parent or guardian may call site cell phone if drop off will be after the designated time. The parent/guardian will call the site leader and let them know they are outside. Trained staff will greet the participant outside to perform a wellness screening and sign the participant in.
- A tent, table and chairs will be provided for each location
 - Wellness screenings are performed by trained staff upon arrival. (See Wellness Screening Section).
 - Recreation staff will print the name of the person dropping off on the signature line of the sign in/out sheet.
 - At minimum, two staff will be present at drop off:
 - One staff performing wellness screening
 - One staff documenting screening and signing participant in
 - Staff will radio inside that _____ is on their way inside and a staff from that participant’s group will greet them at front door.
 - Participant will wash their hands immediately upon entering site.

- Participant's belongings will be placed in their assigned cubby, basket, etc in their space.

Pick Up

- Pick up will occur from 4:30 pm-5:30 pm. If participant pick up needs to occur outside of the set pick up hours the parent/guardian will call the site leader and let them know they are outside. Staff will walk participant outside to parent/guardian for pick up.
 - Recreation staff will print the name of the person picking up on the signature line of the sign in/out sheet and time out
 - Staff will call for participant being picked up. Staff assigned to campers' group will walk participant to door and radio that _____ is on their way.

Group Equipment

Each group will have their own equipment and supplies. Equipment and supplies will not be shared with any other group:

- A bag of balls labeled with group name for gym/outside/active play.
- Art/craft supplies will be individually provided and not shared.
- Board games and activity supplies that will remain in the group space and not shared.

Food Handling

General procedures

- Tables will be cleaned before and after all meals or snacks.
- Each group will eat outside or in their designated space.
- If table seating is fixed (not able to move) participants will be seated every other seat and not directly across from each other.

School Food Service and distribution will be determined by the district of each site. We will follow all recommended guidelines and procedures.

Wellness Screenings

TPRD will conduct wellness screenings of any person entering a TPRD program daily. All wellness screening location will be located exterior to the facility. Each program area or facility is unique. Specific wellness screening locations will be determined based on program location and will be identified by signage. The screening consists of answering a set of questions and a temperature check with a touchless thermometer.

- At drop off, participant screenings will be done curbside, so that any participant that does not pass the wellness screening can remain in their vehicle.
- For staff and for any sites that cannot do curbside screenings, individuals waiting to be screened must stand six feet apart from each other. We will use tape or other ground markers for spacing.
- Staff asking questions and taking temperatures will wear face coverings and will stay six feet apart, unless taking temperature.

- Staff will wear gloves if available and change between direct contact with individuals and will wash hands or use hand sanitizer after removing gloves.
- Staff conducting the wellness screenings will not be a person at higher risk for COVID-19.
- Participants or staff who are sick (any fever, respiratory, or gastrointestinal symptoms) or believe they might have COVID-19 will stay home.
- Participants and staff who have been in close contact with someone who has had symptoms of COVID-19 will stay home. Close contact means within six feet for at least 10 minutes.

Employee

The Parks and Recreation Department will follow the guidance issued by administrative directives and human resources.

Staff Wellness Screening Procedure

- 1) **All staff will be required to go through a wellness screening** prior to their shift and entry into city buildings or school sites.
- 2) **Each location will designate and train staff to perform these screenings.**
- 3) **Wellness Screening steps** – Screeners will be responsible for asking the following questions and taking the temperature of all employees.
 - a) Questionnaire
 - i) Have you, any family member or someone that you have encountered experienced any cold or flu-like symptoms in the past 14 days such as: fever, cough, sore throat, respiratory illness, difficulty breathing/shortness of breath?
 - ii) Do you have cold or flu-like symptoms right now?
 - iii) Have you traveled out of the country within the past 14 days? If so, where?
 - iv) Have you traveled out of Arizona within the past 14 days? If so, where?
 - b) Screening Results
 - i) If someone answers “YES” to the first 3 questions (i-iii):
 - (1) Take their temperature and record it.
 - (2) The employee will return home until they can answer the 3 questions with a no or produce a negative test result.
 - (3) Employee will notify site leader or Coordinator.
 - ii) If someone answers “YES” to domestic travel question (iv.)
 - (1) Ask where and for how long?
 - (2) Proceed to take temperature.
 - (3) If normal allowed to enter building and work.
 - (4) If not normal follow procedure listed above.
 - iii) We will be sure and log why an employee was not allowed to proceed into their work space. This includes the question they did not pass and their temperature at the time.
 - c) Temperature Check

- i) Screeners will use a forehead thermometer to scan all staff prior to their shift.
- ii) **NOTE:** Be sure to check thermometers to ensure they are set to “body” and not “surface”. Be sure to read directions and test their accuracy. The thermometers tend to read low and must be fairly close to the forehead.
- iii) A normal range for these thermometers is between 95 F and 98.4 F.
- iv) If outside of the above range, the person may not enter the building and will need to wait five minutes to be rechecked.
- v) If temperature does not change:
 - (1) Have the employee return home and if not displaying any other symptoms can come to work the next day.
 - (2) If employee again fails temperature check they will be asked to schedule an appointment for a test
 - (3) Supervisor and Coordinator will be notified and HR and Safety will also be notified
 - (4) Employee will work with safety to schedule a test and will only be permitted back to work after negative test result is confirmed.
- vi) Sanitize thermometer between checks

d) Wellness Check PPE

- i) Face mask
- ii) Gloves
- iii) Hand sanitizer

e) Wrist Bands

- i) Once employee passes questionnaire and temperature check they will be given a wrist band
- ii) Wrist band color will correspond to a day of the week

Monday	Blue
Tuesday	Yellow
Wednesday	Red
Thursday	Green
Friday	Orange

- 4) Any staff person who develops symptoms during the day will be immediately sent home and self-monitor. If symptoms worsen, the site leader will be notified and SRI Form 100 will be completed and sent to workman’s comp and Safety. If the staff must wait for a ride or are unable to drive themselves for care, the admin staff will be notified and will provide staff with transportation. Staff will have to wait in the isolation area until their ride or staff arrive to transport.

Participant

The authorized parent/guardian will be addressed by the employee to conduct the daily wellness screening prior to participant entry at the TPRD location or school site.

In addition to the wellness screening conducted by parents before they leave home and by staff at drop off, a temperature check will also be conducted on all participants mid-day, and staff will be alert for any signs or symptoms of COVID-19.

Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 will not be allowed into the site/facility.

Symptoms of COVID-19

- fever*
- cough
- shortness of breath or difficulty breathing

Additional symptoms include chills, new loss of taste or smell, and vomiting/diarrhea (children only). While symptoms in children are similar to adults, children may have milder symptoms.

*Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

Participant Wellness Screening Process

Staff will greet the parent/guardian of the participant(s) and will ask the following questions and take the temperature of all participant(s) while located outside of the facility. Staff will wear personal protective equipment (PPE) to include a face mask and gloves. If there are two staff present, one will ask the questions and use the thermometer, the other staff will record the answers and temperature reading(s) on the screening log. The staff recording will also check the participant(s) in on the sign in/out sheet if the screening is occurring during drop off.

While each participant will have an individual temperature check, the questionnaire below would not need to be repeated for each individual member of the group. If an answer of “yes” is noted for any participant from the group, no participant will be allowed to enter program from that group.

Questionnaire

1. **Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell, vomiting or diarrhea?**

YES

NO

*Fever is determined by a thermometer reading 100.4 (infrared forehead reading of 98.4) or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

2. **Have you or any of the children you are dropping off been in contact with anyone with COVID-19 symptoms?**

YES

NO

3. **Have you or any of the children you are dropping off potentially been exposed* to COVID-19 or have reason to believe you/they have COVID-19?**

YES

NO

*Exposure is sharing a group or having close contact with anyone with COVID 19 or has symptoms of COVID 19.

Temperature Check

Staff will use a forehead thermometer to scan all participants prior to entry into the facility.

1. Hold thermometer approximately 2 inches from participant's forehead and scan.
 - a. "Normal" temperature for forehead scan is between 95 and 98.3 F. If temperature scan is within normal range, record the temperature on the temperature log and sign the participant in for the day.
 - b. If the temperature is lower than 95, try the infrared scan again at the participant's ear.
 - c. If the temperature is 98.4 or higher, have the participant wait 5 minutes and try again.
 - i. If the temperature is 98.4 or higher a second time, staff will place a cover on the tympanic thermometer and verify the temperature via the participant's ear. Temperature of 100.4 or higher means the participant has failed the temperature check, and may not enter the building.
 - d. Dispose of the tympanic ear cover (if needed) and sanitize the thermometer in between uses.

NOTE: Non-contact temporal IR thermometer accuracy may be impacted by the following factors:

- 1) Physical exertion. If necessary, delay the check until the individual seeking access has returned to a resting state.
- 2) Heating. Extended presence in a hot car, for example, may affect skin temperature and therefore identify an erroneously high core temperature. If necessary, delay the check until the individual seeking access has returned to a resting state.
- 3) Different skin tones may respond differently to the infrared tool. Check the manufacturer's instructions for proper use.
- 4) Individuals may have medical conditions or may be taking medication that may alter skin or core temperature. Access for these individuals will be granted on a case-by-case basis.

**If thermometers stop functioning, staff will proceed with screening questions and allow facility access to staff and participants without the temperature check. As soon as a new thermometer arrives on site, all building occupants will need to be temperature screened.

Screening Results

If participant answers “yes” to any of the screening questions or has a temperature of 100.4 F or greater they may not enter the facility. The family will be asked to pull into a parking space, instructed with going home and returning after 24 hours with no fever with no fever reducing medication.

Staff will notify Site Leader, Coordinator and Supervisor of participant who was not allowed to enter and it will be logged on the wellness check form.

If a participant fails a temperature check mid-day or begins to exhibit signs or symptoms of COVID-19:

- If a participant develops symptoms of COVID-19 send them and any family members home as soon as possible.
- While waiting for a sick participant to be picked up, staff will stay with the participant in the isolation room. If the participant has symptoms of COVID-19, staff will remain as far away as safely possible from the participant (preferably, 6 feet) while maintaining visual supervision. Staff will wear surgical mask. If tolerated, the participant will wear a cloth face covering also.

Staff must adhere to the following guidance for allowing a participant to return to the program:

- If the participant has had a negative COVID-19 test, they can return to the program after there is no fever without the use of fever-reducing medicines and symptoms have improved.
- If the participant is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test, they will stay at home until they (or their family member if it is a young participant) can answer YES to the following three questions
 1. Has it been at least 10 days since the participant first had symptoms?
 2. Has it been at least 24 hours since the participant had a fever (without using fever reducing medicine)?
 3. Have the participant’s symptoms improved, including cough and shortness of breath?

Cleaning and Disinfecting Procedures

To understand expectations for cleaning, the following definitions apply:

- Cleaning: refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs. Cleaning is best done with soap and water while wearing gloves. Cleaning products made available to TPRD staff include: All Purpose Foam Cleaner
- Disinfecting: refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces. Requires gloves. Disinfecting products made available to TPRD staff include: Clorox wipes, purell spray
- Multipurpose Cleaner/Disinfectant: refers to products that both clean and disinfectant to remove and kill germs. Spray requires gloves, wipes do not. Multipurpose cleaner/disinfectant products made available to TPRD staff include: Clorox Wipes, Lysol Wipes, Purell Spray

- Contact Time: refers to the time the product must remain wet to kill the virus on the surface area applied. *Follow instructions on the product label exactly*, including contact time, for how long the surface needs to stay wet.

If a surface is visibly dirty, it must be cleaned first, followed by disinfecting, or cleaned and disinfected at the same time by using a multi-purpose product. If the surface is not visibly dirty, it may be disinfected using a disinfectant or multi-purpose product.

Site leaders will need to use the attached cleaning and disinfecting guide and log sheet to set up the cleaning schedule and assignments for their site.

Staff must ensure safe and correct use and storage of cleaning and disinfection products, including securely storing and using products away from participants, and allowing for adequate ventilation as needed.

High Touch Surfaces

Sites will need to establish a schedule and perform ongoing and routine cleaning and disinfection of high touch surfaces and areas. This will be at least three times a day. Examples of high touch areas include: door handles, stair rails, faucet handles, toilet handles, drinking fountains, light switches, tables, chairs, kitchen countertops, service carts, bin and container covers and handles.

Shared Spaces

Each group will have designated times during the day to use the restroom as a group. After group is finished in restroom, high touch areas of bathroom will be cleaned-toilet handles, faucet, door knobs/handles, etc.

Flipping a room refers to changes that you make to a room in between groups. For shared spaces that multiple groups use, like gyms, where possible allow “down” time for the space in between groups. Plan for at least 10 minutes, longer is better.

- 10 minutes is usually about the amount of time a disinfectant needs to “sit” on a surface before it is wiped off to do its job of disinfecting. Consider what surfaces in the space need to be disinfected and how long it will take to wipe them down when finished.
- All personal items and group equipment will be removed or properly stored to eliminate use by another group.

End of Day/Overnight

- At close of site all spaces and bathrooms will be thoroughly cleaned.
- Group equipment will be sprayed with approved disinfectant and left to air dry at end of day.

PPE and Personal Hygiene

Hygiene Practices

The following hygiene practices will be followed at camp.

- Participants must use disposable cups or refillable water bottles at water fountains.
- Participants will bring aerosol or spray sunscreen so that staff do not have to assist participants with application.
- Staff will encourage participants to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown away in the trash and hands washed immediately.

Handwashing

Participants and staff will wash hands for at least 20 seconds:

- When entering the building
- After sneezing, blowing nose, coughing or contacting any other bodily fluid
- After being outside
- Before and after meals
- After toileting
- After being in contact with someone who may have been sick
- After removal of gloves while conducting wellness screenings, cleaning, providing First Aid, etc.

Handwashing is the preferred method. If the site is equipped with a sink, it is preferred that the group use this sink where possible to limit potential mixing of groups in restrooms. If handwashing is not available, hand sanitizer may be substituted if it is at least 60% alcohol, and participants are supervised during use.

- Ensure that children with skin reactions and contraindications to hand sanitizer use soap and water.

Personal Protective Equipment

Personal protective equipment (PPE) will be provided for staff for use throughout the camp day. Staff will be issued five cloth face masks. Staff may wear any other cloth face mask that they bring from home. Staff will also be provided with disposable surgical masks for use at camp as needed.

Use

- Staff members will wear face coverings when in the school/recreation facility and when unable to maintain at least six feet of distance outdoors.
- Staff will always wear a face covering when cleaning. Gloves are also recommended when cleaning.
- Staff will wear face coverings and disposable gloves when anticipating contact with suspected COVID-19 cases, cleaning or when handling belongings known to have been in contact with suspected cases.

Proper fitting of a cloth face covering:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Cleaning/care/disposal

Fabric face coverings will be cleaned after each use. You can wash your fabric face covering in the washing machine or by hand.

- Washing machine
 - You can include your face covering with your regular laundry.
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
- Washing by hand
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) group bleach per gallon of room temperature water or
 - 4 teaspoons group bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix group bleach with ammonia or any other cleanser.
 - Soak the face covering in the bleach solution for 5 minutes.
 - Rinse thoroughly with cool or room temperature water.

Make sure to completely dry cloth face covering after washing.

- In the Dryer
 - Use the highest heat setting and leave in the dryer until completely dry.
- Air Dry
 - Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

Surgical masks and N95/K95 masks can be disposed of in the trash after use.

Gloves can be disposed of in the trash after use.

Staff will wash hands with soap and water after removing, handling or disposing of used PPE.

Participant use of PPE

Participants will wear face coverings throughout the day. We will recommended that every camper bring a face mask each day from home. We will have enough disposable surgical masks on site to provide to participants if they lose, rip or misplace their own mask.

Emergency Procedures

New procedures specific to illness and COVID-19

Positive Screening Result at Drop off/Start of Shift for Staff, or Notification While Not in Program

	Exposure, No Symptoms	Diagnosis, No Symptoms	Symptoms
Who	Staff or Participant shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Participant shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Participant presents with at least one of the following COVID-19 symptoms (Fever – Chills – Shortness of breath or difficulty breathing – New cough – New loss of taste or smell)
Staff Member OR Participant <u>with a Parent/Guardian present</u> to immediately support child to get home or to medical care	<input type="checkbox"/> Staff or participant will immediately go home. <input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources <input type="checkbox"/> Participant or staff can return to program once it has been 14 days since last close contact, if they do not develop symptoms.	<input type="checkbox"/> Staff or participant will immediately go home. <input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources- Complete form 100A <input type="checkbox"/> Notify Safety <input type="checkbox"/> Participant or staff can return to program once it has been 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms.	<input type="checkbox"/> Staff or participant will immediately go home. <input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources <input type="checkbox"/> Notify Workman's Comp and Safety <input type="checkbox"/> If they have had a negative COVID-19 test, the participant or staff can return to program once there is no fever without the use of fever-reducing medicine and they have felt well for 24 hours <input type="checkbox"/> If the person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to program when: <ul style="list-style-type: none"> - At least 3 days (72 hours) have passed since no fever without use of fever reducing medicine; AND - Improvement in respiratory symptoms; AND - At least 10 days have passed since symptoms first appeared
Participant <u>without Parent/Guardian present</u> to immediately support child to get home or to medical care	<input type="checkbox"/> If appropriate, have the participant wear a cloth face covering or surgical mask <input type="checkbox"/> Separate the participant in the isolation space, supervised by staff standing at least 6 ft. away and wearing face covering or surgical mask. <input type="checkbox"/> Wait for parent/guardian to take participant home or to	<input type="checkbox"/> If appropriate, have the participant wear a cloth face covering or surgical mask <input type="checkbox"/> Separate the participant in the isolation space, supervised by staff standing at least 6 ft. away and wearing face covering or surgical mask. <input type="checkbox"/> Wait for parent/guardian to take participant home or to	<input type="checkbox"/> If appropriate, have the participant wear a cloth face covering or surgical mask <input type="checkbox"/> Separate the participant in the isolation space, supervised by staff standing at least 6 ft. away and wearing face covering or surgical mask. <input type="checkbox"/> Wait for parent/guardian to take participant home or to medical care as quickly as possible. <input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources. <input type="checkbox"/> Notify Safety Group and follow their procedures.

	<p>medical care as quickly as possible.</p> <p><input type="checkbox"/> Site leader immediately notify Coordinator and Supervisor and they will:</p> <p><input type="checkbox"/> Notify Human Resources.</p> <p><input type="checkbox"/> Notify Safety Group and follow their procedures.</p> <p><input type="checkbox"/> Participant can return to program once it has been 14 days since last close contact, if they do not develop symptoms.</p>	<p>medical care as quickly as possible.</p> <p><input type="checkbox"/> Site leader immediately notify Coordinator or Supervisor and they will:</p> <p><input type="checkbox"/> Notify Human Resources.</p> <p><input type="checkbox"/> Notify Safety Group and follow their procedures.</p> <p><input type="checkbox"/> Participant can return to program once it has been 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms.</p>	<p><input type="checkbox"/> If they have had a negative COVID-19 test, the participant can return to program once there is no fever without the use of fever-reducing medicine and they have felt well for 24 hours</p> <p><input type="checkbox"/> If the person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to program when:</p> <ul style="list-style-type: none"> - At least 3 days (72 hours) have passed since no fever without use of fever reducing medicine; AND - Improvement in respiratory symptoms; AND - At least 10 days have passed since symptoms first appeared
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Positive Screening Result During Program Hours

	Exposure, No Symptoms	Diagnosis, No Symptoms	Symptoms
Who	Staff or Participant shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic	Staff or Participant shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Staff or Participant presents with at least one of the following COVID-19 symptoms (Fever – Chills – Shortness of breath or difficulty breathing – New cough – New loss of taste or smell)
Student	<p><input type="checkbox"/> If appropriate, have the participant wear a cloth face covering or surgical mask.</p> <p><input type="checkbox"/> Separate the participant in the isolation space, supervised by staff standing at least 6 ft. away and wearing face covering or surgical mask.</p> <p><input type="checkbox"/> Wait for parent/guardian to take participant home or to medical care as quickly as possible.</p> <p><input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will:</p>	<p><input type="checkbox"/> If appropriate, have the participant wear a cloth face covering or surgical mask.</p> <p><input type="checkbox"/> Separate the participant in the isolation space, supervised by staff standing at least 6 ft. away and wearing face covering or surgical mask.</p> <p><input type="checkbox"/> Wait for parent/guardian to take participant home or to medical care as quickly as possible.</p>	<p><input type="checkbox"/> If appropriate, have the participant wear a cloth face covering or surgical mask.</p> <p><input type="checkbox"/> Separate the participant in the isolation space, supervised by staff standing at least 6 ft. away and wearing face covering or surgical mask.</p> <p><input type="checkbox"/> Wait for parent/guardian to take participant home or to medical care as quickly as possible.</p> <p><input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will:</p> <p><input type="checkbox"/> Notify Human Resources.</p> <p><input type="checkbox"/> Notify Safety Group and follow their procedures.</p> <p><input type="checkbox"/> Close off facility areas used by the sick person</p> <p><input type="checkbox"/> Wait at least 24 hrs. THEN</p> <p><input type="checkbox"/> Clean and disinfect those areas with EPA-registered product.</p>

	<input type="checkbox"/> Notify Human Resources. <input type="checkbox"/> Notify Safety Group and follow their procedures. <input type="checkbox"/> Participant can return to program once it has been 14 days since last close contact, if they do not develop symptoms.	<input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources. <input type="checkbox"/> Notify Safety Group and follow their procedures. <input type="checkbox"/> Close off facility areas used by the sick person <input type="checkbox"/> Wait at least 24 hrs. THEN <input type="checkbox"/> Clean and disinfect those areas with EPA-registered product. <input type="checkbox"/> Participant can return to program once it has been 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms.	<input type="checkbox"/> If they have had a negative COVID-19 test, the participant can return to program once there is no fever without the use of fever-reducing medicine and they have felt well for 24 hours <input type="checkbox"/> If the person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to program when: <ul style="list-style-type: none"> - At least 3 days (72 hours) have passed since no fever without use of fever reducing medicine; AND - Improvement in respiratory symptoms; AND - At least 10 days have passed since symptoms first appeared
Staff Member	<input type="checkbox"/> Immediately send staff member home. <input type="checkbox"/> If staff must wait for a ride, isolate the staff, and have them wear face covering or surgical mask. <input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources. <input type="checkbox"/> Notify Safety Group and follow their procedures. <input type="checkbox"/> Staff can return to program once it has been 14 days since last close contact, if they do not develop symptoms.	<input type="checkbox"/> Immediately send staff member home. <input type="checkbox"/> If staff must wait for a ride, isolate the staff, and have them wear face covering or surgical mask. <input type="checkbox"/> Site Leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources. <input type="checkbox"/> Notify Safety Group and follow their procedures. <input type="checkbox"/> Close off facility areas used by the sick person <input type="checkbox"/> Wait at least 24 hrs. THEN	<input type="checkbox"/> If well enough, immediately send staff member home. <input type="checkbox"/> If staff must wait for a ride to get home or to medical care, isolate the staff, and have them wear face covering or surgical mask. <input type="checkbox"/> Site leader immediately notify Coordinator or Supervisor and they will: <input type="checkbox"/> Notify Human Resources. <input type="checkbox"/> Notify Safety Group and follow their procedures. <input type="checkbox"/> Close off facility areas used by the sick person <input type="checkbox"/> Wait at least 24 hrs. THEN <input type="checkbox"/> Clean and disinfect those areas with EPA-registered product. <input type="checkbox"/> If they have had a negative COVID-19 test, the staff can return to program once there is no fever without the use of fever-reducing medicine and they have felt well for 24 hours

		<input type="checkbox"/> Clean and disinfect those areas with EPA-registered product. <input type="checkbox"/> Staff can return to program once it has been 10 days since first positive COVID-19 test, if they did not subsequently develop symptoms.	<input type="checkbox"/> If the person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to program when: <ul style="list-style-type: none"> - At least 3 days (72 hours) have passed since no fever without use of fever reducing medicine; AND - Improvement in respiratory symptoms; AND - At least 10 days have passed since symptoms first appeared
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- Health department will provide guidance on cleaning, closure, and potential exposures and suspected cases.
- Recreation Administration will provide guidance on HR policies, monitoring of employees and clearance for return to work.
- If applicable, parents/guardians will be immediately notified about any potential contact their participant may have had with suspected or confirmed cases.
- Staff will not disclose name of participant or staff that is showing symptoms or has tested positive.

Implementing Existing Emergency Action Plans

If emergency action plans requiring the use of the indoor relocation area are enacted, ALL building occupants must be instructed to wear a face covering (unless contraindicated for an individual's health). If not all occupants have their own cloth face covering, the site will have an emergency supply of surgical masks and will provide one to each occupant without a face covering of their own.

Staff Training

Due to Covid-19, many topics previously trained in person have been re- configured to a virtual environment. Some topics will be conducted as live (in person) classes that follow the below guidelines to help everyone stay healthy.

- Wellness screenings before entering training location
- Class size limited to 10 participants
- 6-foot distancing between participants
- Sanitizing and disinfecting procedures
- New contactless pick up procedures.

Appendices

CLEANING AND DISINFECTING GUIDE

Location	What to Clean	Cleaning Frequency (Minimum)	How to Clean/Disinfect (product)	PPE	Additional Recommendations
Building/ Common Areas					
	Handrails	3 times per day (morning, afternoon, evening)	Spray disinfectant provided to your site. Spray, allow product to sit on surface for ten minutes and wipe clean with a clean rag or paper towel.	Gloves	
	Water fountain push bar/ surface area	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
	All access Points - door handles, push bars, ADA push buttons, Key FOB	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	Recommend propping open door, cleaning when door is propped open and after closing door.
	Light Switches	Upon entering room, 3 times per day for hallways, lobby	Spray disinfectant, clean rag or paper towel	Gloves	
	Tables	After use/Temporarily remove	Spray disinfectant, clean rag or paper towel	Gloves	Recommend Removing
	Chairs	After use; if soft, temporarily remove			Recommend Removing soft chairs. If leaving a hard surface chair (no material) be sure to clean and disinfect after use.

Front Desk/Office	Countertops (common areas)	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
	TV or other Electronics / Remotes	3 times per day (morning, afternoon, evening)	Disinfectant wipes		
	Plexiglass Shield	3 times per day (morning, afternoon, evening)	Disinfectant wipes		
	Telephone	after each use	Disinfectant wipes		
	Computer Screen(s)	start of each shift	Disinfectant wipes		
	Computer Keypad	start of each shift, or after each use if shared	Disinfectant wipes		
	Office supplies (stapler, tape, etc.)	start of each shift, or after each use if shared	Disinfectant wipes		
	Pens/Pencils for Signature	as needed	Disinfectant wipes		Possible sort pens from clean and used pen for disinfecting at end of day. (resuable)
Restrooms	Sink Faucet and handles	after use, during opening & closing,	Spray disinfectant, clean rag or paper towel	Gloves	
	Toilet handles	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	

**Classrooms/Program
Spaces**

Toilet seats	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
Sink faucet and handles	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
Power towel dispenser	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
Power hand dryers	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
Soap dispenser	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
Bathroom stall handles/locks	3 times per day (morning, afternoon, evening)	Spray disinfectant, clean rag or paper towel	Gloves	
Any classroom equipment	after each use/class	Spray disinfectant preferred, disinfectant wipe if necessary	Gloves if using spray	

CLEANING CHECKLIST

[illegible]

